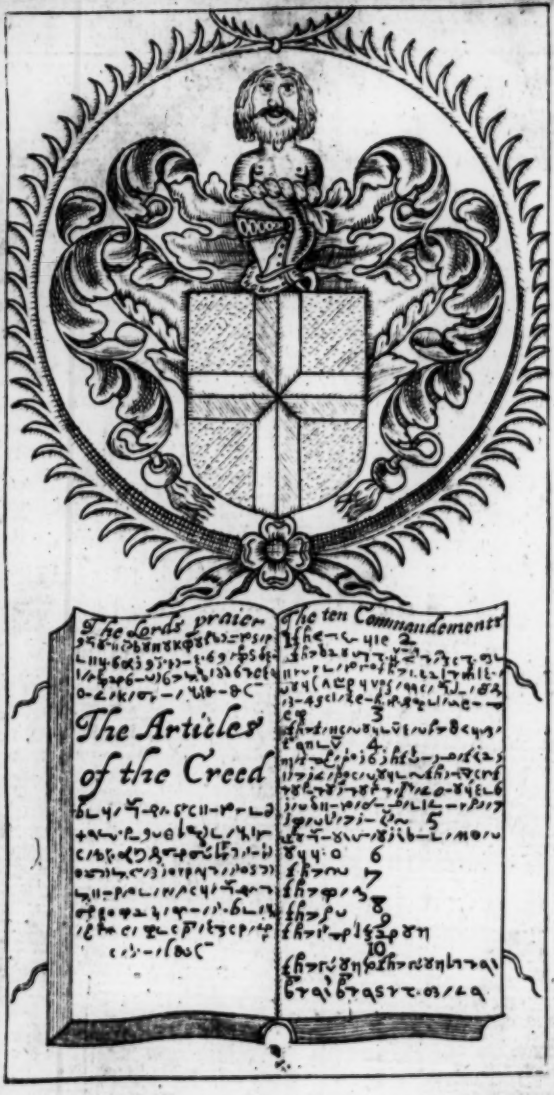
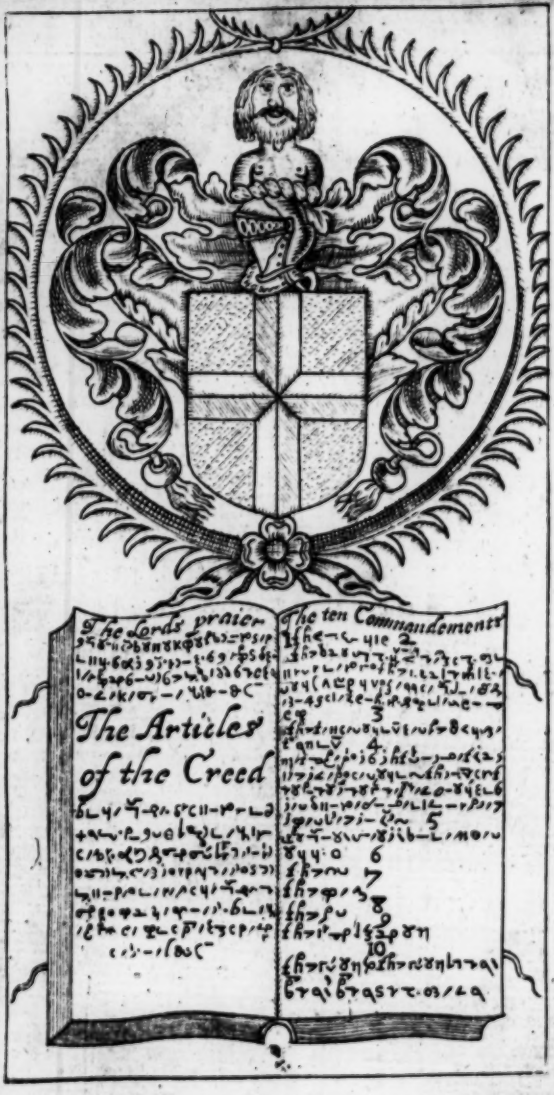

The Lords praier
The Articles
of the Creed
The ten Commandements


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A TVTOR To Tachygraphy, OR Short-VVriting,

Wherein the Rules of the ſaid Art are ſeverally explained by way of Queſtions and Anſwers, to the weakeſt capacities that deſire to learn the Art.

Whereunto are added,

Diverſe new Rules and directions never publiſhed till now, for the further perfecting of ſuch as have already Learned.

By THOMAS SHELTON, Author and teacher of the ſaid Art.

London Printed by E. P. and are to bee ſold at the Authors houſe in Old-Fiſh-ſtreet. 1642

To the Reader.

HAving had experience above theſe 20 yeares of the benefit which many hundreds have reaped by this Art of *Short-writing*, it hath bin part of my ſtudy to contract it into as ſhort, and withall as eaſie a Method as might be: yet becauſe ſome, not fully underſtanding the Rules in my booke of *Tachygraphy*, or Short-writing (though there be little difficulty in them) have bin diſcouraged

in their proceeding therein I have thought it neceſſary in this preſent Treatiſe, by way of Queſtions and Anſwers, to propound and reſolve whatſoever I can Imagine may be made ſcruple of concerning the Art. I do not know what can be further added to make it more plaine or ſhort: but if there be any that ſhall yet make any doubt concerning any of the Rules, if they pleaſe to repaire to me, I ſhall be readie to give them the beſt ſatisfaction I can.

Thomas Shelton.

From my Houſe in
Old Fiſh-ſtreet
May 3. 1642.

Chapter I.

Concerning the Rules of Abbreviation.

I Have heard many commend the Art of Short-writing, *and I would willingly learne it, if I knew what benefit I might reape by it; I pray what is the use and benefit of it?* Queſt. 1.

The benefit is much, diverſe wayes, in reſpect of the ſecretie, brevitie, celeritie, and perpetuity of it. Anſw.

1. Sometimes a man may have occaſion to write that which he would not have every one acquainted with, which being ſet downe in theſe Characters, hee may have them for his owne private uſe onely. And

I have taught diverſe, who have learned it for that very end. And diverſe Merchants and factors, who have in forraigne parts uſed Bibles and Teſtaments, written in this hand, where they durſt not make uſe of thoſe that are Printed.

2. For brevity, it is of no ſmall uſe: for by this Art, as much may bee written in one page, as can be written in ſix, in another ordinary hand.

3. For the celerity of it, the rules being learned perfectly, one may write as faſt as any man ordinarily ſpeaketh, and there be many hundreds which I have taught that can from their owne experience teſtifie.

4. Many things of good uſe are, and have bin by this Art preſerved, which otherwiſe had bin loſt, as may appeare by the worke

workes of diverſe worthy men by this art taken, and publiſhed, which elſe had periſhed with the breath that uttered them.

Queſt. 2. *But will not the writing of this hand be a hindrance to the writing of other ordinary hands, as Romane, or Secretary, &c. I have been told it will?*

Anſwer. There are none that have had the experience of it will ſay ſo. I my ſelfe have taught as good Pen-men as moſt are in the Kingdome, that never found this inconvenience; nay I have heard diverſe ſpeake it, that it hath beene a furtherance to the command of their hand in other writing. And I would faine know why the writing of ſhort-hand ſhould hinder the writing of Roman or Secretary any more then the ſpeaking of Latine, or Greeke ſhould hinder

the ſpeaking of Engliſh.

Queſt. 3. *But in your Booke of* Tachygraphie *you give ſeverall rules for the leaving out of letters, & whole ſillables in many words, will not it be a meanes to make one ſpell falſe Engliſh?*

Anſw. The principall uſe of this Art being to write with ſpeed, thoſe letters that are ſuperfluous and are not ſounded may well be left out, and therefore in Chap. 1. I have given ſome rules for that end: yet thoſe that can ſpell true Engliſh may notwithſtanding make uſe of it in the writing of any other hand. Beſides there are many words in our common Engliſh, that have ſome letters in them that are altogether ſuperfluous, and rather hinder then helpe to ſound them, and therefore may very well be ſpared.

CHAP. II.

Of the letters of the Alphabet.

Queſt. 4 *WHat is the firſt rule that I muſt learne for the attaining the Art of Short-writing.*

Anſw. You muſt learne the letters of the Alphabet perfectly, that you be able to write any of them without looking on your Copy, as you ſhall find them ſet downe in Chap. 2.

Queſt. 5. *How ſhall I know that I make the Characters for the letters the right way?*

Anſw. Firſt each of them are to bee made without taking off your Pen, except onely *x y*, which 2. being not often uſed have their ordinary Characters.

Secondly thoſe which may conveniently muſt be ſo framed

as

as that you may end them toward your right hand, as *A*, *E f g h l k l m n o p q r v w z.*

Thirdly, *B* and *S* being just downeright, you cannot mistake in the making of them.

Fourthly, there are onely 3. that are made with bringing the hand backward, and those are, *C D* and *T* which notwithstanding are readier for the joyning of any other letter then if they were made otherwise.

CHAP. III.

Concerning the double Consonants.

Quest. 6. *When I have learned the letters perfectly, what is the next rule I must proceed to?*

The double consonants which you

you ſhall find in Chapter 3.

Queſt. 7. *The double Conſonants ſeeme to me harder to learne then the ſingle letters; what direction doe you give for the learning of them?*

Anſw. The former letters being perfectly learned, there is no difficulty at all in theſe: for they are the very ſame letters you had in the former Copy: onely there you have them ſingle, and here joyned together, as you may eaſily perceive by looking on them, and by the directions there given. Therefore you need not beſtow a new paines to learn them as the former: for twice or thrice writing them over is ſufficient.

Queſt. 8. *Which is the readieſt way for the making of them?*

You ſhal find a direction for that in the Chapter of double conſonants: you muſt ſtill joyn the

the ſecond conſonant to that place where you end the firſt, and ſo the third to the ſecond if there be ſo many, as you ſhall find there by ſome examples.

Queſt. 9. *But there are ſome of the double conſonants which have no reſemblance to the letters of the Alphabet; muſt not thoſe be learned perfectly?*

Anſw. They muſt, and they are only 4 namely *Ch ſh th wh* which you ſhall find altogether at the end of the Copy, which have peculiar markes without relation to the letters.

Firſt becauſe they cannot bee conveniently expreſſed by their proper characters in ſo ſhort a roome.

Secondly, being very frequently uſed I thought good to fit them with characters that might ſoone be diſpatched.

CHAP. IV.

Concerning the Vowells places.

I Am ſatisfied concerniug the letters and double Conſonants; how ſhall I underſtand the next rule concerning the vowells places? Queſt. 10.

The directions for knowing each vowells place ſet downe in Chapter 4. are ſufficient for the meaneſt capacity to underſtand. The place of each vowell muſt perfectly be remembred; that as ſoone as you thinke of that vowell you may know where the place of it is. As for example if the vowell be *A*, the place of it is juſt over the head of any letter. *E*, even with the upper part of the letter toward the right hand. *I*, juſt againſt the middeſt Anſw.

of the letter, *o* even with the lower part of it *u* juſt under the letter about which it is to be placed.

Queſt. 11. *But I have ſeene in ſome Bookes of Short writing, ſome of the vowells placed behind, and ſome before, were it not better to place them ſo, then to ſet them all upon one ſide?*

Anſw. No, thoſe that have ſo placed the vowells have found it no ſmall hindrance to their ſpeed in writing, and to the reading of what hath bin ſo written. And it is eaſie for any to underſtand, that when the vowels are ſo placed, as that ſtill the hand is moving forward, it muſt needs be a helpe to celerity.

CHAP. V.

Concerning the uſe of the Vowells.

YOu have given ſufficient direction concerning the placing of the vowells: but in the 5. Chap. concerning the uſe of the vowells and their places, though there be ſome directions and examples, yet I do not well underſtand it, therefore I deſire ſome further helpe, and ſome other examples. Queſt. 12

Firſt, obſerve that the Characters for the vowells are never written, but either when a vowell doth begin a word: or elſe when two vowells which muſt of neceſſity both be ſounded, come together in the middle; or latter end of a word. Anſw.

When a vowell doth begin a word, if Queſt. 13

if the next letter following be a consonant, how must I write it?

Answ. You must joyne that consonant or consonants to the vowell as you shal find there in these examples,

are	*arke*
eke	*us*
in	*ebb*
ore	*odd*

As also in these which follow.

All	⌒	*ill*	⌒
am	⌒	*or*	⌒
end	⌒	*err*	⌒

And such like.

Quest. 14. *When two vowells come together in the beginning of a word, must the characters of them both be written?*

No;

No, write downe the Characters of the former vowell, and then observe where the place of the latter Vowel is, and there set the consonant, or consonants following, as you may perceive by these examples.

Aid	*eare*
eate	*oare*
aime	*out*
aire	*ease*

And by these which I here adde.

Aile	
eele	
oate	
oake	

If a word begin with a Consonant, if the next letter be a vowell, Que. 15.

must I write the Character of that Vowell?

Answ. No, but in the place of the Vowell, set the consonant that followeth that vowell, as you may see by these instances,

ball	*bad*	*nat*
bell	*bed*	*net*
bill	*bid*	*nit*
boll	*bod*	*not*
bul	*bud*	*nut*

To which may be added,

man	
when	
sin	
done	
gun	

And the like.

Que. 16. *Suppose two Consonants or more come together, before there come a vowell, must the character of both be written?*

Answ. If there come two or three con-

consonants or more together, they must all be joyned together whether it be in the beginning, in the middle, or end of a word, as you shall see plainely by the directions, and examples for that purpose in *Chapter.* 5. to which these or the like may bee added.

brand 
friend
skill 
sport 
blunt 

Must I never take off the Penne then till there follow a vowell next? Que. 17.

No, alway when you come at a Vowell, take off the Pen, but till then never. Answ.

What if a word end with a vowel, how is that vowel to be understood. Quest. 18

By making a tittle in the place Answ.

of that vowell, as you have in theſe examples.

me *crie*
die *goe*
ſay *due*
we

As alſo in theſe,

Stay ȝ
be ı·
thy o·
who o.
ſue o!

And ſuch like.

Queſt. 19. *If a word end with* y, *muſt the Character of* y *be written?*

Anſw. No, y in the end of a word is ſounded ſometimes like unto A, and then a tittle in the place of

of A. is enough, as in theſe words.

ſay
ſlay
they
bray

Or elſe more uſually like ℱ, and then ſet the tittle in the place of I, as in theſe examples.

my
why
by

And in theſe

cry
buy 
fly

Chap. VI.

Of Dipthongs.

Que. 20 *THe places of the ſingle Vowels I thinke I underſtand ſufficiently: but ſometimes there come 2 or 3 vowels together, and I have ſeene ſome bookes of Characters, wherin diverſe places for Dipthongs are aſſigned, is it not neceſſary to have ſome places for them beſides the ſingle Vowels?*

Anſw. I have ſeene indeed in ſome bookes that have bin ſet forth, ſuch places obſerved, which I am ſo farre from judging neceſſary, that I know them to be very inconvenient, and have bin one reaſon that neither the ſcholers, nor the authors themſelves

ſelves could either well write, or afterwards read many words that they had written, as themſelves, (convinced by ſufficient reaſons) have confeſſed. And beſides many other inconveniences, this is one, that it is impoſſible about a ſmal Character (eſpecially ſuch as are flat, and even with the line) to obſerve exactly 12 or 14 places, as faine they would if they could: therfore I aſſigne no more places then thoſe for the ſingle vowels, which are eaſie to bee diſtinguiſhed about the leaſt character.

How then ſhal I do when more vowels then one come together in a word? Que. 21.

1. If 2 vowels come together in the beginning of a word, obſerve that rule given in *Chap.* 5. Anſw.

Secondly, when two Vowels come together in the middle of a word, often one of them is

but lightly ſounded, and then that vowell may bee wholy left out, as in theſe inſtances following.

deare *people*
heart *guide*
neither

To which may be added,

reape
haire
woold
guilt

Que. 22. *But ſometimes two Vowels come together, and both muſt of neceſſity be pronounced, or elſe the word cannot be ſounded, what muſt I then do?*

Anſw. You muſt either write the Character of the lattet Vowell in the place of the former, as in theſe examples.

Lion

Lion *Sion*
paſt *Chaos*
quiet

To which I may adde,

ſoile 

coine 

foile 

ſound 

Or elſe make a prick or period in the place of the former vowell, and then in the roome of the latter vowell, write the conſonant or termination, or whatever the letter be that follow, as you have in theſe examples.

Riot *Giant*
Ioell *Duell*
Dial

As

As alſo you may ſee by theſe.

fuell 

reall

doeg

doing

Chap. VII.

Concerning J, and V, conſonants.

Que. 23. *I Find in Chapter 7, that you ſay that I and V are ſometimes uſed as conſonants, and ſometimes as Vowels, and there are ſome directions how to know them, but I do not yet well underſtand how to diſtinguiſh them, can you give any further direction to make it ſomewhat plainer?*

Anſw. I, is alway a vowell in any word, wherein it hath its owne proper ſound, as in theſe.

fire

fire
night
will
kind 

And it is a conſonant when another vowell ſolloweth it in the ſame ſillable, as in theſe

Iames 
Iob
Iuice 
Iacob

Beſides when it is a conſonant the ſound of it is different from the other, for it is alway ſounded like unto G, either in the beginning of a word, as in the examples above, or in the middle of a word, as in theſe,

preiudicate *iniury.*
iniuſtice *enioy.*

How ſhall I diſtinguiſh U vowell, from V conſonant? Que. 24

When V is a Vowell it hath

alway its owne proper ſound, as in theſe words.

ſure *cure*
true *ſuch*

And it is a conſonant when it commeth before another Vowell in the ſame ſillable, and is pronounced by ioyning the upper teeth with the lower lip, and is ſounded like *f*, but ſomewhat ſofter, whether it be in the beginning of a word, as in

variety *vocation*
venial *vulture*
vigour

Or in the end of a word.

Grave *ſtrive*
atchieve *grove*

Que. 25. *Are J and V differently to bee uſed when they are vowels, and when they are conſonants?*

When

When they bee ſounded as Vowels, the characters of them muſt be omitted, and the places aſſigned to them obſerved, as of the reſt of the Vowels, but when they be conſonants, the very characters of them muſt be written as the reſt of the conſonants, whether it be in the beginning, the middle, or end of words. *Anſw.*

There is one thing concerning the placing of the Vowels, that doth ſomewhat trouble me, that is, when there are two ſillables or more in a word, if the firſt vowell be A, and the next v. or the firſt be v, and the next a, the one being iuſt over, & the other iuſt under, how muſt I *place the Conſonant after the ſecond Vowell?* Qu. 26.

There are not many words wherein it ſo falleth out, but when ſuch words doe come, if the firſt Vowell bee *A*, incline a little towards the place of *E*, with *Anſw.*

with the next conſonant, if it be V, incline a little towards the place of O, and then you may have roome to place the next about that conſonant, as in theſe,

Baruck

Plutarch 

Chap. VIII.

Of the markes for beginnings and endings of long words.

Que. 27. *I Make no queſtion but obſerving theſe rules I ſhall be able to write any ordinary word, eſpecially thoſe that are ſhorter, but how ſhall I doe to expreſſe longer words that are frequently uſed in Sermons, and other ſpeeches?*

There

There is no word whatſoever in any language, but it may bee written by the former rules, yet as a farther helpe to exactneſſe in this Art. I have added other rules which ſerve onely to abbreviate the former. *Anſwer.*

What is the next rule then to be learned concerning this Art? Qu. 28

The Prepoſitions and terminations for long words, which you ſhall find in Chap. 8. which you muſt endeavour to learne perfectly, as you did the letters of the Alphabet. *Anſwer*

Have they any dependance upon any of the former rules? Qu. 29.

They have little or no dependance on the former, yet it is no hard matter, in a ſhort time, to learne them, and the benefit by the frequent uſe of them, will countervaile the paines in the learning of them, there *Anſwer*

there being many thouſands of words wherein this Copy is of uſe.

Que. 30. *Having learned theſe perfectly, how ſhall I make uſe of them in the writing of long words?*

Anſw. In the uſing of them you muſt obſerve the ſame rules, as before in writing words of one or two ſyllables: and in writing of any word by any of the rules, be ſure to remember theſe two things.

Firſt, never remove the Pen from the Paper, untill you come at a vowell.

Secondly, whenſoever you come at a vowel take off the Pen, and in the place of that vowell ſet downe what followeth it.

Que. 31 *What particular directions and inſtances doe you give for the uſe of theſe markes?*

Anſw. You ſhall find directions, and examples ſufficient in that Chap.

Firſt,

First, if a conſonant follow a prepoſition it is to be joyned to it, as in theſe examples.

condemne *fortune*
prefer *rebell*
ſubmit *containe*

As alſo in theſe.

abſtaine
accrew
admit
conſume
ſuppoſe

Or the like.

If a vowell follow next after the marke, the letters after muſt be disjoyned, as in theſe examples.

courage potent
ſupport lament

As alſo in theſe.

abuſe
accuſe
addict
connex
commend
liberall

Or the like.

If two of the markes make a whole word, and no vowell come betweene, joyne them both together as in theſe examples.

reference perceive
ſubject circumference
former

Or in theſe.

conſent

conſent 
conſerve 
action 
abſent 
preſerve 

If there be a marke to end the word, and none to begin it, you muſt begin it with the letters, as in theſe examples of

nature never
brother pliable
nation difference

never  *motion* 
father *vocation* 
mother  *inference* 

If there be a marke to begin a word, and none to end it, you muſt end it with the letters as in

permit
ſuffer

As alſo in theſe.

ſubmit		*contemne*	
ſuffice		*fuller*	
command		*forbeare*	

Que. 32. *Which is the readieſt way for the making of theſe prepoſitions and terminations for long words?*

Anſw. You muſt begin each of them ſo as that you take not off the Pen in making of it, unleſſe it be thoſe that cannot be made otherwiſe, which are very few.

Secondly, begin them ſo as you may end them towards the right hand, (as indeed the moſt of them may) and ſo you ſhall be the readier for the joyning of the next letter or marke if it be to be joyned.

Thirdly,

Thirdly, if that which immediatly follow your prepoſition, be a conſonant, or termiation, and ſo be to be joyned, you muſt joyne it where you laſt made an end of the prepoſition.

How ſhall I place the vowells about theſe markes in long words? Que. 33.

The vowells are to be placed about them, as they are about the ſingle letters, and double conſonants. Onely remember if the marke to begin a word be ſuch as goeth on toward the right hand, if another letter be to be joyned to it, then the vowell following muſt be placed about that laſt letter, and not about the marke before it as you ſhall find therein. Anſw.

contemne
disdaine

As alſo you may ſee in theſe.

conſume 
impaire 
rebell 

Que. 34. *If a word begin with a conſonant or preposition, & a termination immediatly follow which hath a vowel to begin it, muſt I obſerve that vowells place, or joyne the termination to the preposition?*

Anſw. It muſt be joyned: for the vowell being in the prepoſition, you need not make uſe of the place of that Vowell, as in theſe expreſſed.

durable
nation
bring

As alſo in

ſtable 
relation
duration 

But ſuppoſe there come two vowells together, and the termination begin with one of them? Que. 35.

Then the termination muſt be ſet in thac vowells place, as in the examples of Anſw.

doing
pliable
pious

To which you may adde,

ſaying 
gracious 
denyall 

And the like.

I find that the Character for S *is ſomething troubleſome to be joyned to ſome of the letters, as after* T, D, F, G, &c. *how ſhall I expreſſe that?* Que. 36.

When

Answ. When it so falleth out, make a pricke or period behind the whole word, as you shall see in the instances of *sayings, servants, conserves, Pirates.*

CHAP. X.

Of Characters that resemble one another.

Que. 37. *But me thinkes it should breed some confusion, to have one Character stand for two severall things, as sometimes I find they doe. As for example, the same Character is put for, ing, and grace, another both for un, and thus, another both for, per, and appeare, how shall I distinguish them?*

Answ. They may be differenced thus, when any one marke standeth for

two

two things, in the one it is a part of a word, and is alwayes joyned with ſome other marke or letters, in the other it is a whole word, and ſo alone by it ſelfe: which is no hindrance, but a great helpe to the ſpeedy learning of them, for by remembring the one, the other is eaſily called to mind.

CHAP. XI.

Whether markes for beginings may be uſed for endings, and endings for beginnings.

Que. 38 *MAy I make uſe of the markes for endings, to begin words if they will ſerve for that purpoſe?*

Anſw. Yes, without any inconvenience, as you may ſee in theſe exples of *Mercy, ſentence, durable,* where

where the markes for terminations are uſed as prepoſitions.

To which you may adde,

centurie ⊙ r
duration ⊃ n
merchant e r

And ſo likewiſe markes for beginnings may ſerve for endings, as in theſe examples.

Ioab ⊢
diall ⊸
taper ⊃
William ℓC

Where the prepoſitions are uſed for ter minations.

Que. 40. *But there are ſome of the prepoſitions and terminations which like, wiſe are whole words by themſelves may the markes of them be ſo uſed?*

Anſwer. Yes, *An, as, at, come, fall, for,* and other of the prepoſitions, as

as alſo, *Able*, *ment*, *ſent*, *ſerve*, *ſion*, and others that are terminations, may be uſed alone for whole words.

CHAP. XII.

Examples of words written with the prepoſitions, and terminations.

I Hope by theſe directions I ſhall be able to write any word by the rules; therefore, of what uſe are thoſe examples in Chap. 12? Que. 41.

They are principally for the helpe of thoſe that have no other helpe to learne by then the booke, where you ſhall find commonly two words with each prepoſition, and each termination, the one of them with a conſonant following the prepo- Anſw.

position which is therefore joyned, the latter with a vowell following the prepoſition, which is therefore diſjoyned.

Que. 40. *But are all theſe examples perfectly to be learned as the reſt of the rules?*

Anſwer No, not any of them, they are onely a patterne of direction for the learner to write other the like words by.

Que. 41. *Is it needfull that I learne the markes for the bookes in the Bible, which I find in Chap. 12.*

Anſwer. There is no great neceſſity; becauſe any of them may be written very ſhort by the former rules: but if any will learne them, the paines is but little, becauſe all of them are framed out of the very letters of the Alphabet, or other ſignificant letters; and ſo are very little charge to memory.

Chap. XIII.

Of writing three or foure words in one.

THere is a rule in Chap. 13. *of your Booke, for the writing of three or foure words together, as if they were one word, is it requiſite that I write words in that manner?* Que. 42.

It may be of uſe to thoſe that have ſome while practiſed the Art: but him that is a learner needs not to trouble himſelfe with it. And thoſe that are experienced will ſoone underſtand it, by the directions there given. Anſw.

I have ſeene in ſome Bookes of Short-writing, *many markes for whole ſentences, which I thinke ſhould be a great helpe to ſpeed in writing,* Que. 43.

writing, when one may ſet downe one marke that ſhall ſtand for 8. 10. *or* 12. *words, doe you not thinke it needfull to make uſe of ſuch?*

Anſw. I account it a needleſſe thing to have many, or indeed any markes for whole ſentences.

Firſt, becauſe by the rules of this Art, any ſpeech or Sermon treatably ſpoken, may bee written *verbatim*, without the uſe of ſuch makres, as there bee many hundreds that have beene taught by me, can from experience teſtifie.

Secondly, if a word or two be varied in the ſentence by the ſpeaker, either the marke is uſeleſſe, or elſe the ſpeaker is wronged if it be uſed, becauſe the reader renders it not in his owne words; but according as he hath learned it. Yet to give ſatisfaction to ſome who have deſired it,

you

you ſhall find a few ſhort ſentences, or rather parts of ſentences, which are uſually delivered in thoſe very words, as they are ſet downe in Chap. 13.

Chap. XIV.

Of the Table.

Que. 44. *But if every word be to be written onely by the rules, there are many words that will be long and troubleſome in writing; how ſhall I doe with them?*

Anſw. There is no word that is either very long or troubleſome, to be written by the former directions, yet notwithſtanding that there may be nothing wanting to further ſpeed, I have collected a Table of words in the end of the Book, which are moſt frequent in uſe. *But*

Que. 45. *But I find moſt of the words in the Table to be ſhort words, were it not more requiſite to have marks for longer, and harder?*

Anſw. I confeſſe, ſome who have publiſhed Bookes of this ſubject have ſo done, but I judge it a thing unprofitable, for

Firſt, there is no long word but may be written by the former rules.

Secondly, thoſe long, and ſtrange words come not ſo often, and ſo marks for them may be forgotten ere there be occaſion to uſe them. Whereas theſe in the Table are of frequent uſe in every ſentence.

Thirdly, as ſuch words are longer in writiug, ſo are they alſo in pronouncing.

Laſtly, in moſt of ſuch long words, ſome part may be omitted, and yet no hindrance to the reading

reading of it, as you may ſee in Chap. 1.

Is it neceſſary having theſe former rules perfectly, to learne the Table alſo? Que. 46.

There is no abſolute neceſſity, becauſe as I ſaid any word in any Language may be written by the former directions; but theſe words being frequent in uſe, and ſomewhat ſhorter then the letters, being moſt of them made without removing the Pen from Paper, the learning of them will be beneficiall. Anſw.

Is it not an over charge to memorie to learne ſo many words perfectly as are in the Table? Que. 47

It is no great charge to memory: For if you marke them, the greateſt part of them are framed out of the Letters of the Alphabet, or ſome other ſignificant letters, and therefore eaſily at- Anſw.

tained. And I know there are ſome formes of Short-writing that have above 10. times ſo many, without any relation to other rules. Beſides, thoſe that have weake memories, may learne all, or ſome, or none of them, and yet by the other rules be able to write any thing, though not altogether ſo ſhort.

Que. 48. *I find in the Table many words that are ſet forward in a ſmall Character, that have no markes belonging to them, of what uſe are they?*

Anſw. They are ſet downe to bring the reſt of the words into ſence, as much as may be (keeping the Alphabeticall way) that ſo they may with more eaſe be remembred; and the moſt of them alſo have their markes in their proper places.

Que. 49. *The poynting of what is written being a great helpe to the right reading*

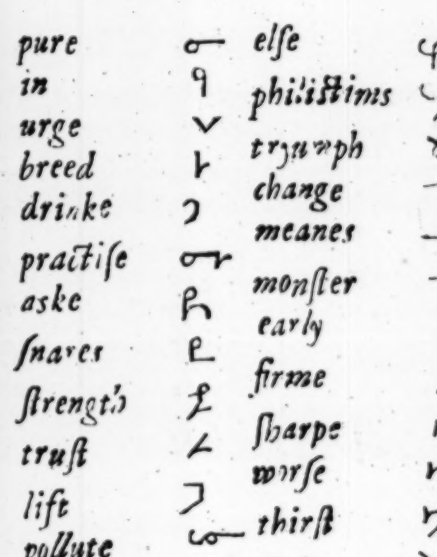
ding of it, how ſhall I doe for that, ſeeing ſome of the Characters for words are like thoſe that are uſed in poynting?

There is no great uſe of poynting to thoſe that are any thing perfect in this Art: yet there may be ſome uſed, as the ordinary period may be uſed at the end of a full ſentence, ſo it be either ſet a part by it ſelfe the ſpace of a word being left before, and after, or elſe ſet it ſomewhat lower then the line, that it may bee knowne from the Character for *I*. The interrogative poynt may be uſed in his ordinary forme, and likewiſe parentheſis, as you find it expreſſed in the Booke. Likewiſe, thoſe that deſire to write the Bible or new Teſtament, for diſtinction of Verſes, ſhall find a note of direction there given. *Anſw.*

Que. 50 *I am now ſatisfied concerning all the rules contained in your Booke of* Tachygraphy, *have you any thing beſides concerning this Art, which you have not yet publiſhed?*

Anſw. There are ſome words which I ſhall now adde, but they are ſuch as require no great paines to learne the moſt of them being made out of the letters, double Conſonants, Prepoſitions, and Terminations, which as yet have not beene uſed for whole words.

pure


pure
in
urge
breed
drinke
practise
aske
snares
strength
trust
lift
pollute
else
philistims
tryumph
change
meanes
monster
early
firme
sharpe
worse
thirst
such

abbrogate	⊢	*prince*	℘
circumcision	⌒	*further*	⌣
may	⌐	*goe*	⌣
death	∂	*according*	∧
impure	⩽	*above*	∂
deliberate	∂	*health*	∞
resurection	⌒	*sermon*	∂r
tempt	∂	*discover*	∂/
transgresse	∂	*compasse*	∧
uttermost	∂	*sake*	∧
		no	∩
		damnation	D
		doth	∂
		doore	⊓
		both	∂
		curse	∂

may

way		temptation	
favour		ſorrow	
ſure		evident	
act		everlaſting	E
honour		miſery	M
ſtatute		heavineſſe	H
ceremonie		Ieruſalem	I
		fountaine	F
perceive		Babilon	B
formality		ſanctification	S
hardneſſe		fearefull	
whatſoever		grievous	
vertue		firſt	
		kind	

examine 

yesterday 

sympathize 

victory. 

FINIS.